

CITY OF TECUMSEH
DOWNTOWN DEVELOPMENT AUTHORITY
Meeting Minutes
Thursday, May 8, 2014
7:00 a.m. Tecumseh City Hall

A. Chairman B. Fox called the meeting to order at 7:00 a.m.

B. Members Present: B. Fox, Johnson, Stimpson, Koch, Lincoln,
J. Fox, Slovinski, Lash, Masters, Nowak and Salsberry

Also Present: Paula Holtz, Economic Development Director
Linda Hewlett, Marketing Coordinator
Shelby Simpson, Administrative Assistant

Members Absent: Bird, Kampmueller, Koch
Koch arrived at 7:06am.

Motion by Stimpson; Supported by J. Fox.
To excuse Bird and Kampmueller due to being out of county.
Motion carried.

C. Approval of Agenda

Motion by Lincoln; Supported by Salsberry.
To approve the May 8, 2014 agenda.
Motion carried.

D. Public Comment RE: Items on the Agenda
None.

E. Minutes of March 13, 2014 Meeting

Motion by Stimpson; Supported by Salsberry.
To approve the minutes of the March 13, 2014 meeting.
Motion carried.

F. Treasurer's Report

Motion by J. Fox; Supported by Lincoln.
To allow and pay the bills as presented.
A roll call vote was taken.

Lincoln	yes
Masters	yes
Nowak	yes
Salsberry	yes
Stimpson	yes
Johnson	yes
J. Fox	yes
B. Fox	yes

Motion carried.

Motion by Johnson; Supported by Nowak.
To approve the financial statements.
Motion carried.

G. Committee Updates

1. **Physical Improvement Committee:**

No Report.

2. **Organization Committee:**

No Report.

3. **Marketing Committee:**

Hewlett reported the new Pure Michigan Travel Guide is available in the welcome centers with our ad placed in it and we have received 434 requests for visitor packets. The Homefront Magazine half page DDA ad is out. The updated walking maps are also out. Hewlett is currently working on the Art Trail/Downtown Tecumseh brochures.

Next Meeting: July 15, 2014, 8:00 a.m. City Hall.

4. **Economic Development Committee:**

J.Fox provided an update on the Economic Development Committee. Action items recommended by the Committee will be considered by the Board under New Business.

Next Meeting: May 22, 2014 8:00 a.m. City Hall.

H. New Business

1. **Downtown Tecumseh/Art Trail Tecumseh Brochure Quotes**

Motion by Lash; Supported by J. Fox.

To accept the quote from Spectrum Printing for the Downtown Tecumseh/Art Trail Tecumseh brochures in the amount of \$1728.00.

A roll call vote was taken.

Lash	yes
Lincoln	yes
Slovinski	yes
Masters	yes
Salsberry	yes
Stimpson	yes
J. Fox	yes
Johnson	yes
B. Fox	yes

Motion carried.

Koch arrived during the following agenda item.

2. **TIS Brochure Distribution**

Motion by Nowak; Supported by Salsberry.

To approve the Travel Information Systems contract for distribution of the Downtown Tecumseh brochures for 2014 in the amount of \$960.00 less \$19.20 prepay discount for a total of \$940.80.

A roll call vote was taken.

Lash	yes	Slovinski	yes
Lincoln	yes	Koch	yes
Masters	yes	B. Fox	yes
Nowak	yes		
Salsberry	yes		
Stimpson	yes		
Johnson	yes		
J.Fox	yes		

Motion carried

3. **Union Block Façade Grant Request**

The Economic Development Committee has reviewed and recommended approval of the façade grant application from the Union Block 1849, LLC in the amount of \$5,000 for window restoration at 110-116 West Chicago Boulevard.

Motion by J. Fox; Supported by Nowak

To approve the façade grant request from the Union Block 1849, LLC, as recommended by the Economic Development Committee, in the amount of \$5,000.

A roll call vote was taken.

Lincoln	yes
Lash	yes
Nowak	yes
Stimpson	yes
Slovinski	yes
J.Fox	yes
Salsberry	yes
Masters	yes
Koch	yes
Johnson	yes
B. Fox	yes

Motion carried

4. **James Block Façade Grant Request**

The Economic Development Committee has reviewed and recommended approval of the façade grant application from the James Block 1894, LLC in the amount of \$5,000 for brick repair and window restoration at 101 West Chicago Boulevard.

Motion by Stimpson; Supported by J. Fox

To approve the façade grant request from the James Block 1894, LLC, as recommended by the Economic Development Committee, in the amount of \$5,000.

A roll call vote was taken

Johnson	yes
Koch	yes
Lincoln	yes
Lash	yes
Masters	yes
Slovinski	yes
Stimpson	yes
Salsberry	yes
Nowak	yes
J. Fox	yes
B. Fox	yes

Motion carried

5. **Tecumseh Arts Council**

Paula Holtz informed the board of an effort currently underway to explore the formation of an arts council. This is in the preliminary stages.

6. **Appleumpkin Request**

Motion by Stimpson; Supported by Nowak

To approve designating \$1,000 for sponsorship of the 2014 Appleumpkin Festival.

A roll call vote was taken

Lash	yes	Johnson	yes	Nowak	yes
Lincoln	yes	Stimpson	yes	B. Fox	yes
Masters	yes	Salsberry	yes		
Koch	yes	Slovinski	yes		

J. Fox abstained from vote due to conflict of interest.

Motion carried

Motion by Stimpson; Supported by Nowak

To approve amending the budget by moving \$1,000 of unappropriated funds to Line Item 979.010 of Miscellaneous funds for sponsorship of the Appleumpkin Festival.

A roll call vote was taken

Johnson	yes
Koch	yes
Lincoln	yes
Lash	yes
Slovinski	yes
Stimpson	yes
Salsberry	yes
Nowak	yes
Masters	yes
B. Fox	yes

J.Fox abstained from vote due to conflict of interest.

Motion carried

I. Strategic Plan

Holtz reported the Refuse Committee has sent out a letter to business and property owners adjacent to the northwest and southwest parking lots, informing them that if they are not paying for garbage pickup with Republic Services, they are not to use the dumpsters in those lots. Two refuse signs were ordered from Insignia to place on the enclosures of those dumpsters.

A letter was sent by Kevin Welch to business owners addressing the increase in visitors in our community and the need for these potential customers to have access to available parking downtown. This was done to help discourage owners/employees from parking in prime spots.

The Evans Street Corridor Committee has a meeting scheduled for May 29, 2014.

J. Old Business

1. CBA Update

The CBA authorized new trash can lids for downtown to be fabricated, as well as the approval for the trash cans to be sandblasted and painted.

The CBA approved \$1,000 toward a stipend to be used for the new Farmers Market Manager.

2. Chamber Update

Jan Fox reported on several items, including the golf outing set for June 20, 2014. She also reported information on the Pig Jig and Sidewalk Sales are scheduled to take place July 18 & 19, 2014.

A Lunch & Learn is scheduled for May 13, 2014 at the First Federal Bank, where the topic of discussion will focus on how social media can help your business.

3. ED Department Update

Placemaking Workshops will take place on May 13, 2014 and June 3, 2014 at the AJ Smith Recreation Center. Everyone is encouraged to attend and should RSVP with Kevin Welch.

Paula Holtz reported that the new sculptures will be arriving on May 12. The 2D art install will be separate from the sculptures and will most likely be installed sometime in June or July.

Salsaria's is moving ahead and hoping to close on the adjacent property by June 1, with an estimated completion date sometime in October 2014.

The Farmer's Market is set to kick off on May 24th.

K. Public Comment RE: Items not on the Agenda.

The Car and Bike Show starts next Thursday May 15.

Nothing from the public.

Motion to adjourn the meeting at 8:00 a.m. by Johnson; Supported by Lincoln.

Motion carried.

Secretary: Kim Koch

Recorded by: Shelby Simpson